

# Ft Johnson Estates Clubhouse Rental Agreement

Thank you for choosing the Fort Johnson Estates Clubhouse for your meeting/party needs. Please read this agreement carefully. Acceptance of the key in exchange for payment is your agreement to abide by all stated rules, which will be strictly enforced.

1. **Rental Fee:** \$75 for Civic Club members, \$175 for non-Civic Club members
2. **Cleaning Deposit:** A \$250.00 cleaning deposit will be provided to the clubhouse rental coordinator. This deposit is fully refundable with acceptable cleanup and evacuation of the facility. Deposits will not be returned until the property has been inspected. Any violation of these requirements and rules may result in the termination of the agreement and loss of the cleaning deposit.
  - **Place all trash in trash bags, empty trash and take trash cans to the curb**
  - **Clean, sweep and mop all floors, including restrooms**
  - **Clean all countertops and appliances**
  - **Remove all personal items from fridge, sink, stove, oven, etc.**
  - **Turn off heat or air conditioning**
  - **Return all furniture to its original position**
  - **Lock all doors and windows**
  - **Report any problems immediately to the rental coordinator**
  - **Return key to mailbox outside of the clubhouse**
3. **Clubhouse Property:** Any cooking utensils in the kitchen area are available for use by you, the renter. They must be cleaned and put away in their proper place. No clubhouse property is to be removed from the premises. Items will be inventoried before and after events.
4. **Clubhouse Food Items:** Any food items on the property (food, condiments, drinks, etc.) are **EXCLUDED** from the rental. Please do not use any of these items.
5. **Paper/Cleaning products:** The clubhouse will provide toilet tissue for the restrooms and minimal paper towels for drying hands. Please provide your own supplemental paper towels. Cleaning products and supplies are available on the premises.
6. **Charcoaling:** All charcoaling must be done in the BBQ pit area. Please remove all ash waste from the premises.
7. **Decorations:** If decorating for a party, please do not use nails, tacks, or staples. Also, if using tape, please use tape that is easily removed and do not tape anything to the ceiling. When taking down decorations, please insure that all tape material is removed.
8. **Liability Insurance:** FJE Civic Club provides no liability coverage for accidents that may occur during use of the property. If you choose to have insurance coverage for your event, please contact your insurance agent.

**If you have questions or concerns, please contact the rental coordinators...**

Stacey and David Daffin   phone: 843-406-6690   email: [civicclub@ftjohnsonestates.com](mailto:civicclub@ftjohnsonestates.com)